

Advanced Standing Credits for Doctoral Students

1. To be processed by the Office of the Registrar, an official transcript must accompany this completed form. **List the courses to be transferred in the order they appear on your transcript.**
2. **30 Maximum** credits can be awarded for advanced standing. Courses must have been taken within **the five-year period preceding matriculation at CCNY** and completed with a grade of **B** or higher.
3. Credits will be granted based on the applicability of course work as determined by the Dean of Academic Affairs.
4. **Credits transferred cannot exceed course credits earned. Course credits earned in excess of the assigned credit value of the CCNY equivalent course will not be transferred.**

Fall Semester-Submit request from October 1st to October 31st

Spring Semester-Submit request from March 1st to March 31st

Student's Last Name	First	EMPLID#.	Ph.D. Program	Admit Term	CCNY Email		
Term	Previous Institution	Course Number and Title		Credits Earned	CCNY Department	CCNY Equivalent Course-Number & Title	Credits Approved

Ph.D. Advisor's Name

Ph.D. Advisor's Signature

Dean's Name

Dean's Signature

Processed by: _____

Date: _____